

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE POLICY DIRECTIVE 36-1**

**23 JULY 2013**



**Personnel**

**GENERAL CIVILIAN PERSONNEL  
PROVISIONS AND AUTHORITY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: AF/A1PC

Certified by: AF/A1P (Mr. John Park)

Pages: 4

Supersedes: AFPD 36-1, 7 MARCH 1995

---

This publication implements the requirements of Title 5, United States Code, sections 301 and 302, and Title 10, United States Code, chapter 803, as it pertains to the civilian personnel of the Department of the Air Force. It implements and complies with Department of Defense Directive (DoDD) 1400.5, *DoD Policy for Civilian Personnel* and DoDD 1400.25, *DoD Civilian Personnel Management System*. This directive establishes the basic policies for implementing, controlling, and assessing civilian personnel programs. It applies to Air Force Title 5 employees, Air Force Reserve employees, and Air National Guard employees. It does not apply to Title 32 Air National Guard technicians. In collaboration with the Chief of the Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR), the Deputy Chief of Staff of the Air Force, Manpower, Personnel, and Services (AF/A1) develops personnel policy for civilian personnel programs.

This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974, authorized by sections 1104, 3321, 4305, and 5405 of Title 5, United States Code, and Executive Order 12107. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.mv.af.mil/afirms/afirms/afirms/rims.cfm>.

## ***SUMMARY OF CHANGES***

Recent changes to this publication include changes to delete metrics and update organizational changes, reference information, acronyms, and addresses appointing authority for combatant commands.

### **1. Overview**

1.1. Superior civilian personnel management enables Air Force commanders, managers, and employees to work together effectively in fulfilling national defense objectives. The Air Force will administer a civilian personnel program, based on the authority granted by Title 10, United States Code, chapter 803, *Department of the Air Force*.

1.2. The Secretary of the Air Force is granted authority under Title 5, United States Code, chapter 3, *Powers*, sections 301 and 302, to prescribe regulations for the government of the Department and the conduct of its employees. The Secretary of the Air Force is vested with authority to take final action on matters pertaining to the employment, direction, and general administration of civilian personnel under the agency. The authority to appoint, promote, reassign, discipline, demote, detail, compensate, and separate employees paid from appropriated funds is known as the *appointing authority*. This authority rests with the Secretary of the Air Force who delegates it to the installation commander or equivalent as the appointing official.

1.3. In accordance with DoDD 5100.03, *Support of the Headquarters of Combatant and Subordinate Unified Commands*, the Secretary of the Air Force has delegating appointing authority for: Headquarters (HQ) U.S. Central Command; HQ U.S. Special Operations Command; HQ U.S. Element, North American Aerospace Defense Command; HQ U.S. Northern Command; HQ U.S. Strategic Command; HQ U.S. Cyber Command; and HQ U.S. Transportation Command.

**2. Policy.** The Air Force shall provide civilian personnel management programs and systems consistent with merit system principles and sound business methods to ensure that prohibited personnel practices are avoided. These policies apply to all employees of the Department of the Air Force covered by Title 5, United States Code.

2.1. The civilian work environment will promote personnel development, motivation, and retention through effective recruitment and placement, fair treatment, and encouragement of the use of alternative dispute resolution.

2.2. The Air Force will implement civilian personnel management laws and Office of Personnel Management, Equal Employment Opportunity Commission, and Department of Defense regulations, directives, and instructions.

2.3. The Air Force will use evaluation programs to ensure compliance with civilian personnel management and administration laws and public policy.

2.4. Air Force employees will be serviced by the Air Force civilian personnel section (CPS) nearest to the owning organization. There will be only one CPS per Air Force base. Personnel services provided to other agencies must be documented by an interagency personnel servicing agreement.

2.5. The Air Force will support and promote federal executive boards, consistent with DoD Instruction (DoDI) 5030.54, *Federal Executive Boards*.

**3. Responsibilities.** This directive establishes the following responsibilities and authorities.

3.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) serves as an agent of the Secretary of the Air Force and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing civilian personnel management and administration as described in HQ Air Force Mission Directive (HAF MD) 1-24.

3.2. Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1), in collaboration with the Chief of the Air Force Reserve (USAF/RE) and the Director of the Air National Guard (NGB/CF), develops, coordinates, and executes civilian personnel policy and approves essential procedural guidance for management of civilian personnel programs as described in HAF MD 1-32.

3.3. Installation commanders, or civilian leader equivalent, who serve as the delegated appointing official with appointing authority are responsible through the appropriate major command, the Air Force Personnel Center (AFPC), and/or CPS for ensuring:

3.3.1. Managers and supervisors know and adhere to the directives for civilian personnel programs;

3.3.2. Effective civilian personnel programs maintain proper balance of all civilian personnel functions;

3.3.3. All personnel actions are authorized and comply with legal, policy, and procedural requirements;

3.3.4. The local personnel program is managed according to command allocated resources.

3.4. The Department of the Air Force, as the combatant command support agent, will provide administrative support to the combatant commands listed in Paragraph 1.3.

MICHAEL B. DONLEY  
Secretary of the Air Force

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

Title 5, United States Code, chapter 3, *Powers*

Title 10, United States Code, chapter 803, *Department of the Air Force*

DoD Directive 1400.5, *DoD Policy for Civilian Personnel*, January 12, 2005

DoD Directive 5100.03, *Support of the Headquarters of Combatant and Subordinate Unified Commands*, February 9, 2011

HAF MD 1-24, *Assistant Secretary of the Air Force (Manpower and Reserve Affairs)*, March 2007

HAF MD 1-32, *Deputy Chief of Staff of the Air Force, Manpower and Personnel*, March 2008

AFMAN 33-363, *Management of Records*, March 1, 2008

#### *Prescribed Forms*

None

#### *Adopted Forms*

AF Form 847, *Recommendation for Change of Publication*

#### *Abbreviations and Acronyms*

**CPS**—civilian personnel section

**DoD**—Department of Defense

**OPM**—Office of Personnel Management

#### *Terms*

**Appointing authority**— The legal or regulatory basis on which a specific appointment may be made to a federal civilian position.

**Appointing official** —A person having the authority, by law or by duly delegated authority, to appoint, employ, or promote individuals to positions in an agency.

**Civilian leader** —Civilian leading an organization designated as a unit.